

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** SPRING COMMUNITY ORGANIZER  
**Department:** LTBB Health Department  
**Reports To:** SPRING Project Coordinator  
**Status:** Exempt  
**Salary Range:** \$31,475-\$42,584  
**Level:** 4  
**Terms:** Grant Funded Position (Grant ends 2014)  
**Open:** October 5, 2012  
**Close:** October 26, 2012 Repost December 17, 2012

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### SUMMARY

Position functions as the SPRING Community Organizer for the SPF TIG. Develops and assists with identifying, recruitment, retention, and maintenance of professional relationships for participation on community and tribal coalitions in their work on SPF TIG Prevention activities.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

- Demonstrate expertise in Excel spreadsheets.
- Assist with all phases of strategy process: assessment, capacity building, planning, implementation, evaluation.
- Assist with the ongoing community needs assessment and assessment of resources by interviewing community members, gathering existing and/or new data throughout the years of the project.
- Assist with planning, implementing, and evaluating evidence based programs, policies and practices.
- Participates in the SPRING Advisory Council, the Tribal Epidemiology Outcomes Workgroup (TEOW) and the Evidence-based Practices Workgroup.
- Participates on existing substance abuse community coalitions and works to develop new substance abuse coalitions.
- Interact with the general public, school district administrators, teachers, program directors, and community groups to build community capacity.
- Increase community awareness related to prevention of under-aged drinking.
- Must understand how to empower people to work together for the good of the community.
- Create and maintain the calendar of events located on Outlook for SPRING staff.
- Educate and provide tools to the community coalition members for future sustainability.
- Provides monthly and quarterly reports to the Project Coordinator.
- Be proficient in Excel in developing spreadsheets, compiling reports, and maintaining data spreadsheets on a daily basis for the staff.
- Assist with all phases of the SPRING's survey process.

- Create and maintain a data log on
  - Staff weekly activities
  - Inventory of implementation incentives
  - Evaluation plan

### **EDUCATION and/or EXPERIENCE**

Bachelors Degree required, Masters preferred in Social Sciences or related field. Emphasis on Excel spreadsheets is required, along with experience with statistics. Previous experience working with Native American organizations preferred.

If recovering alcoholic/addict, must have minimum of four years of sobriety.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Able to pass test on Excel software.
- Experience with data management and analysis required.
- Must be able to travel outside of the state, may include flying.
- Must be able to work without direct supervision.
- Must be self-motivated, trustworthy, and dependable.
- Proficient in computer software programs, including spreadsheets, database and word processing. Must be able to navigate on the internet for program research, resource identification and successful proposal submittal.
- Advanced verbal and written communication skills and the ability to present effectively to various size groups.
- Must be detail-oriented.
- Must be able to communicate effectively in person and in writing with a wide range of people and provide community presentation when needed.
- Must maintain client confidentiality requirements of 42 CFR, Part 2, and HIPAA regulations.
- Able to work a flexible schedule that includes some nights, days, and weekend hours.
- Familiar and comfortable with Native American culture and traditions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid driver's license with chauffeur's license endorsement or be willing to attain one within two months of hire date, reliable transportation, and be insurable.

### **COMMENTS**

Indian preference will apply. Individual must be able to pass a criminal background investigation.